

BARKLY REGIONAL COUNCIL



Library Coordinator (10007)

1. Position Objectives

The position of Library Coordinator is to ensure seamless access to resources and services for patrons through efficient handling of enquiries, management of loans, and conducting of online research. Responsible for overseeing daily operations and fostering high-quality customer service to meet the needs of the Barkly Regional Community.

2. Key Responsibilities

Management

- To participate in staff development activities, including internal and external training.
- To lead and supervise library staff.
- To monitor the input of correct data to maintain the library's integrated library management system (ILMS), Virtua.
- To undertake the required administrative activities such as the cash management of library takings.
- To collect, organise and analyse quantitative data (statistics) to assess performance and monitor towards achieving goals and objectives for the library service.

Duties

- To provide ready assistance to patrons in the use of all library resources including:
 - Attending to telephone enquiries.
 - Handling desk duties, processing loans (outstanding and return) and enquiries, including inter-library loan requests.
 - Providing reference information services to patrons including online searches of available databases.
 - Assisting in resolving problems for/with patrons as required.
- Promote the library to ensure library facilities are available to a wide range of individuals and groups within the community.
- To assist in the planning, preparation, and conduct of library activities and programs for the children and youth.
- Supervise library users to ensure that they behave in an appropriate and acceptable manner.
- To undertake shelving, maintenance of library materials, and stock take of inventory.
- To monitor currency and state of repair of library collections.
- To monitor the general cleanliness, appearance, state of repair, and security of the library and its equipment.

Other

- Ensure that the highest professional standards and Barkly Regional Council values are upheld at all times.
- Demonstrate commitment and enthusiasm to promote the principle of Diversity, Equity, Inclusion, and Belonging (DEIB) in employment and service delivery.

- Work safely and promote a safe working environment in accordance with Work Health Safety (WHS) legislation and Barkly Regional Council’s policies and procedures.
- The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the Barkly Regional Council. The position holder will be expected to undertake other duties as appropriate to the position classification and as requested by his/her/their Manager.

Our Values

Our values inform how we work and are reflected in our employees and services. Our values are founded in the service standards and are lived out through our interactions with each other.

- ✓ We believe that all people in all communities are equal in dignity and have equal rights.
- ✓ Our employees are committed to working with people and communities in a way that values them, that are non-discriminatory, and that promote social justice.
- ✓ We are committed to the common good. Our employees work with people to ensure that they have access to the resources and services they need to effectively participate in the community.
- ✓ Our employees value the contributions of clients and communities and foster local community-driven services.
- ✓ Our Reconciliation Action Plan will be used to create a greater understanding of how we can best deliver services and support to all communities of the Barkly.

3. Key Accountabilities

- Responsible for the operation of the library service in Tennant Creek and providing support for the Elliott library service.
- To maintain consistent, defined standards for the provision of library services to the public.
- Ensure all funding guidelines are followed and the service operates within budget.

4. Organisational Relationship

Position Title:	Library Coordinator (10007)
Reports To:	Director of Community Services (10030)
Department:	Community Services
Internal Liaison:	Chief Executive Officer Director of Community Services Library Officer - Tennant Creek Library Officer - Elliott Other Council Staff
External Liaison:	Government and Non-Government Departments and Organisations Other External Stakeholders Rate Payers, Residents, and Visitors

5. Knowledge and Skills

Organisational:

- Knowledge and understanding of Aboriginal Culture and Aboriginal Issues.
- Highly developed communication skills.
- Intermediate to advanced level of computer skills.
- Ability to manage multiple tasks effectively with a high degree of flexibility within a changing work environment.
- Demonstrated ability to work in a small team environment.

Interpersonal:

- Ability to work within tight timeframes and regularly monitor deliverables.
- Ability to source cooperation and assistance from other staff, management, and community members.
- Exemplary ethical standards and personal integrity.
- Good interpersonal skills and manner.
- A willingness to adapt to work in a challenging environment.

Change Management:

- Ability to recognise issues and use initiative to identify and discuss proposed solutions.
- Ability to promptly respond to changed circumstances and make sound decisions to ensure the ongoing efficient and effective delivery of key deliverables within the role in the best interests of the Barkly Shire Council.
- Ensure compliance with and adherence to all legislative requirements and best business practices at all times.

Commitment, Attitude, and Application to Duties:

- Provide courteous and prompt attention to requests for information.
- Demonstration of a positive and proactive attitude with strong initiative.
- Promote Barkly Shire Council in a positive manner at all times when dealing with external contacts.
- Take reasonable care to ensure one's own safety at work and that of other staff within the workplace.

6. Wages and Allowances

Classification:	Level 7 Pay Point 1 <i>Barkly Regional Council Enterprise Agreement 2023</i>
Status:	Fulltime – Permanent (38 hours per week)
Annual Salary:	\$76,244.99 per annum (\$1,466.25 per week)
Allowance:	Tennant Creek \$1.89 per ordinary hour
SCG:	11.5%

7. Essential Criteria – Qualifications, Skills and Experience

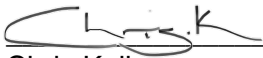
1. Previous experience in a similar role.
2. Practical knowledge of and experience in a range of library management tasks.
3. Demonstrated ability to work effectively with limited direction, meet deadlines, prioritise workloads, and organise effective and efficient use of time.
4. Strong communication and interpersonal skills including the capacity to liaise effectively with internal and external stakeholders.
5. Proficient in numeracy, literacy, and careful attention to detail, with strong computer skills facilitating quick adaptation to new systems and software.
6. A current National Criminal History Check.
7. A current Northern Territory Working with Children Clearance (OCHRE Card)

8. Desirable Criteria

1. Relevant formal qualifications or a desire to undertake training relevant to the position.
2. A current Northern Territory Drivers Licence.

9. Certification

The details contained in this document are an accurate statement of the responsibilities, accountabilities, and other requirements of the position.



Chris Kelly
Chief Executive Officer

25 / 7 / 2024

Date

10. Acceptance

I, _____, have read and understood the requirements of this position and hereby agree to the responsibilities as outlined above

Signature

_____/_____/_____
Date